

Michael Humphrey, Chair
W. Shaw McDermott, Vice Chair
James E. O'Brien IV, Clerk
Sarah MacDonald
Paul Corey
Stanton Lyman
Laura Timmins
Ryan McDermott
Carol Hills
Fred Civian

TOWN OF DEDHAM
Commonwealth of Massachusetts

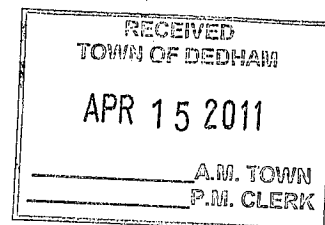


**MASTER PLAN
IMPLEMENTATION
COMMITTEE**

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MASTER PLAN IMPLEMENTATION COMMITTEE
Lower Conference Room, Town Office Building
Monday, March 14, 2011



MINUTES

PRESENT: Michael Humphrey, Master Plan Steering Committee, By-Law Review Committee,
District Chair Precinct 5
Sarah MacDonald, Chair, Board of Selectmen
Laura Timmins, Finance Committee
Ryan McDermott, At-Large Appointment to Master Plan Implementation
Committee
Fred Civian, Conservation Commission, Master Plan Steering Committee 1994
Carol Hills, Sustainability Advisory Committee
Stanton Lyman, Historic Districts Commission

STAFF PRESENT: Richard J. McCarthy, Planning Director

CALL TO ORDER: Mr. Humphrey called the meeting to order at 7:05 p.m.

TOWN CLERK PAUL MUNCHBACH, DISCUSSION OF ETHICS AND SWEARING IN OF MEMBERS

Town Clerk Paul Munchbach was present to swear in members who had not previously been sworn in. He noted that the members who are present tonight did not need to be sworn in, as they had previously done this for other committees. Mr. Munchbach then discussed the Open Meeting Law, and distributed a summary composed by the Attorney General's office. Dedham is one of the few towns in the Commonwealth that is compliant with the new regulations.

The Open Meeting law serves all public bodies. There has to be a 48 hour notice for posting, excluding Saturday, Sunday, and holidays. The notice must include a list of topics that the Chair reasonably anticipates will be discussed and must be posted in a municipal building that will be visible to the public at all hours. Posting on the website can be done 24 hours before the meeting. E-mail can be used for distribution of agendas, scheduling information, and reports to be discussed at future meetings. Deliberation and discussion by e-mail is prohibited. Outside meetings must be posted in case deliberations may take place. Minutes must contain more detailed information. They must include summaries of matters discussed, and a list of documents used in the decisions made and actions taken, including a record of all votes. Any plans submitted are part of the minutes to the meeting as well, but do not have to be submitted to the Town Clerk with the minutes as long as they can be reasonably

accessed in the department where the meet is held. Minutes, notes, and tapes are all part of the public record as well. For complaints regarding matters of the board or committee, there is department in the Attorney General's office to handle this. There is now a complaint form that must be completed for this purpose. It cannot be done anonymously. Agendas must be specific about what will be discussed as well. State ethics have changed as well in that every two years, employees and contractors (those doing business with the town) must be certified through an on-line State ethics test.

REVIEW OF MINUTES

Mr. Humphrey asked for a motion to accept the minutes as presented from January 18, 2011. Mr. Civian so moved. Mr. Lyman seconded the motion. The vote of the committee was unanimous to approve.

REALIGNMENT OF 57 GOALS

Mr. Humphrey reminded the Committee that they were to look at the goals of the Master Plan, since it has been almost thirteen months since the Master Plan was completed. Some of the goals were either done or ongoing, and some were completely unrealistic due to the economy. Mr. McCarthy sent a letter to the committees involved with the 57 goals, requesting what they action or input was. There were five other responses from other boards that the Committee will review this evening. He provided the members with a copy of the 57 goals from the original Master Plan. Once comments are received, the goals will be realigned.

Mr. Humphrey classified the goals as follows:

- Done: Completed.
- Ongoing: Ongoing, underway, or not being pursued.
- Phase I Goals: Need to be classified as "needs attention" or "clarification" before they are further categorized into Phase II or Phase III.
- Break down Goals 2 and 3 into two different financial categories.
- Phase II Goals: Goals that can be funded through a grant or mitigation money.
- Phase III Goals: Town meeting vote or large ticket item.

Ms. MacDonald disagreed about sending anything with a price tag to Town Meeting, and taking it off the table for several years. Mr. Humphrey said that there was no timetable; this would be just until goals are categorized. Ms. MacDonald stated that she does not think all the recommendations should be shuffled around. Mr. Civian stated that the integrity of the phases should be maintained. He also said that he believed Mr. Humphrey's aim was to look at what was practical and could be done now. This includes how much money the Master Plan Implementation Committee is asking for. Mr. Humphrey stated that capital is also a burden on taxpayers. He suggested that the Committee review the first ten or so to see where there is agreement.

Mr. McCarthy reported that the Master Plan was built on a ten-year period of time broken down into phases time-wise. He urged the Committee not to be overburdened by the Master Plan in relation to time. Although the benchmark is a ten-year period, some of the items have fluidity as far as time is concerned. Mr. Humphrey said that he did not want to take a Phase I goal and put it into a Phase III and postpone it for ten years. He just wanted to reshuffle it for the time being. For instance, something in a Phase II may be able to be addressed and completed in the next six months or so. Once those are done, the Committee can work on

Phase III goals. Education for the Community Preservation Act needs to be done, as does education for the Scenic By-Law. After that, harder issues can be tackled. He suggested that the Committee get a good portion of it off the plate so they can move on. Accordingly, the 57 items of the Master Plan were reviewed and categorized appropriately.

The Board decided to meet again after Town elections on April 9, 2011, and tentatively chose Monday, April 11, 2011 for the next meeting date.

Mr. Civian made a motion to adjourn, and Ms. MacDonald seconded the motion. The vote of the committee was unanimous to adjourn. This meeting concluded at 9:00 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "James E. O'Brien IV", written over a horizontal line.

James E. O'Brien IV
Clerk

/snw